MIAAA Executive Committee Agenda for January 6, 2021

**MEETING WILL BE HELD ELECTRONIC STARTING AT 10:00 AM**

Establishing Norms for MIAAA Business Meetings

* ●  **Organized meeting structures**
	+ ○  **Full agenda published ahead of time (One week prior to the scheduled meeting)**
	+ ○  **A clear purpose for meetings**
	+ ○  **Consistent meeting schedule**
	+ ○  **Clear communication - well-written record**
	+ ○  **Board members should review all materials before the meetings**
	+ ○  **Forming committees from board meeting to benefit the organization**
	+ ○  **Shared responsibility for building agenda**
	+ ○  **Begin to build agendas at end of meetings**
* ●  **Shared airtime**
	+ ○  **Opportunity/responsibility to contribute**
	+ ○  **Utilize a whip format to equalize opportunity if needed**
	+ ○  **Listen to hear rather than listen to respond**
	+ ○  **Commit to self-monitor - keep on track**
* ●  **Be mindful of personal needs**
	+ ○  **Break/movement if the meeting is longer than an hour**
	+ ○  **Feel free to take care of needs during the meeting**
* ●  **Assume we all have the best intentions**
	+ ○  **Trust and support each other as peers**
	+ ○  **Generally positive tone - celebrations and humor**
	+ ○  **Address individual concerns privately and appropriately**
* ●  **Freedom to speak honestly** ○ **Confidentiality**
* ●  **Our focus is on leadership**

**AGENDA**

1. Roll Call
2. MPA Report-Bisson
3. League Reports
4. Officials Report-Benson
5. Trainer Report-Ryan
6. Retired Athletic Administrators-Kiah
7. Middle School Report-MacLeod
8. President Report-White
	1. Update from meetings With New AD's
	2. MIAAA Mentoring Program
	3. POP Manual Update Pertaining To Stipends and Honoraria
9. Assistant Executive Director Report-Stevens
	1. 2021 Fall Conference Date, Format & Theme
	2. MIAAA Twitter Account Update
	3. MIAAA News Update
		1. Article Topics
		2. Ten Questions
10. Pandemic Project Task Force – Monday, January 11, 2020 – 10:00am – 12:00pm
11. Internship Playbook
12. Assistant Director Leadership/Certification Report-Livingston

1. Assistant Director of Communication/Awards Report-Dow
	1. Approval of November 16, 2020 minutes
	2. MIAAA Awards Update
	3. NIAAA Award & Student Essay
	4. Awards Meeting-March 1, 2021---format TBD
	5. Memberships & Board role in nomiations
	6. POP Manual

1. Executive Director Report-Durgin
	1. Financial Report
	2. 2021 Spring Conference Preliminary Program
	3. 2021 Spring Conference Registration
	4. 2021 Samoset Room Reservation
	5. Sponsorship Level Proposal
	6. 50th Anniversary Committee Talking Points
	7. Conference App Communication
	8. Section 1 Martens/Lahey Scholarship
	9. Web Site Update
	10. Schedule for Collating Meeting
	11. Other Business
2. Items from Board Members
3. Next Meeting -March 1, 2021, at MPA-9:00??? Make update????

**REMINDER-COMMITTEE MEMBERS SHOULD TRAVEL TOGETHER IN AN EFFORT TO SAVE ON TRAVEL EXPENSES IF POSSIBLE. LUNCH WILL NOT BE PROVIDED.**